



Facility Walk-Through

Use this worksheet to identify and record the different waste-generating activities and equipment in your facility, the types of waste produced, and any current waste reduction efforts. In addition, identify all materials that could be targeted by your waste reduction program and brainstorm ways to reduce, recycle, or compost these materials.

The information needed to complete this worksheet can be obtained by conducting a walk-through of targeted functional areas or of your entire facility. The walk-through entails carefully observing waste-generating activities and equipment, examining the contents of waste containers, and interviewing supervisors and employees.

Be sure to pay close attention to areas and operations that tend to generate the largest amounts of waste, such as shipping and receiving departments, copying areas, cafeterias, assembly lines, and offices. Remember to include a review of the grounds maintenance operations. While conducting the walk-through, watch closely for activities and equipment that generate waste unnecessarily, as well as waste reduction efforts that are already in place.

Before the walk-through begins, contact department managers to inform them of the visit and the possibility of short interviews with department staff. (More involved interviews should be scheduled separately.) You may also want to interview custodial workers and operations staff.

If possible, schedule the walk-through just before trash pickups to allow a sufficient amount of waste to accumulate. Avoid scheduling it on or around holidays, company parties, or other special events that would produce wastes not representative of a normal workday.

During the walk-through, ask questions about variations in daily waste generation. For example, periodic deliveries may result in more discards on the delivery day. In addition, ask about any recent or upcoming changes within the department, such as new equipment or procedures, that could alter the types or amounts of waste generated.

Larger companies may want to record information gathered on the walk-through by department, copying this worksheet as needed.

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C Facility Walk-Through

Date and The of Walk-Through	Department:
Department Manager:	Telephone Number:
Team Members Conducting Walk-Through: _____	

Employees Interviewed: _____	

1 Waste Components

Waste-Producing Activity or Equipment	Waste Material Produced	Estimated Amount of waste Produced per Year	Current waste Reduction Activities (if any)
Receiving shipments	Cardboard boxes	About 50 boxes per week/2,600 per year	Recycling
	Foam peanuts	2 waste containers (5 cubic yards each) per week/100 per year	None

Based on the facility walk-through, list all materials that could be targeted by your waste reduction program. For each waste type, list all potential waste prevention, recycling, and/or composting methods that could be effective. Although recycling and composting are preferred ways of *managing* wastes, you may want to consider *preventing* the waste in the first place,

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